

Course Title: Introduction to Business Applications

Teacher: Mr. Brunet

School Year: 2008-2009

Course Description:

The course begins with the development of the student's keyboarding skills, and then continues to provide the student with instruction and hands-on experience in the use of word processing, spreadsheet, presentation and database software.

Student Outcomes:*

Learning Macintosh OS X (Unit 1)

- The student will demonstrate how to use the various commands in the Macintosh OS.
- The student will identify the various parts of the desktop window and explain how to use them.
- The students will demonstrate how to do basic skills: shutdown and start computer; open, close, save and delete a file; and create folders to name a few.

Keyboarding (Unit 2)

- The student will type at 35-40 words per minute with 96% accuracy using proper keyboarding skills.
- The student will employ basic formatting skills for typing simple flyers, announcements and letters.

Word Processing – Microsoft Word (Unit 3)

- The student will define and demonstrate various commands and terms of a word processor.
- The student will employ the formatting and editing skills necessary for producing professional appearing letters, reports, research paper and other documents.

Spreadsheet Software – Microsoft Excel (Unit 4)

- The student will define and demonstrate various commands and terms of spreadsheet design and application.
- The student will demonstrate how to construct and utilize basic and advanced spreadsheets that perform a variety of functions.
- The student will learn to construct a variety of formulas, ranging in complexity, and demonstrate the proper application of formulas in a spreadsheet.

Presentation Software – PowerPoint (Unit 5)

- The student will define and demonstrate various commands and terms of PowerPoint presentation program.
- The student will demonstrate how to present topics using a PowerPoint presentation. This will include making a presentation to the class and printing slides, notes, outlines and various forms of handouts.

Database Software – Filemaker Pro 7 (Unit 6)

- The student will design and construct flat file and relational databases, demonstrating his understanding of tables, fields, records and layouts.
- The student will demonstrate how to design a functional database, input data and produce reports.

** To view class standards go to: <http://palmahs.org/teachers/brunet/standards.pdf>*

Student Assessment:

Written and practical tests will be given on the class-work completed and the notes provided during the course. Keyboarding tests are also given to determine the typing skill level of the student. Almost all coursework is completed in the classroom. However, homework and outside assignments may be given periodically.

Coursework:

All coursework is accomplished in the computer lab. In as much, homework is rarely assigned. Although the student will be given ample time to complete assigned tasks in class, regular attendance is an important ingredient in ensuring academic success. Practice problems, written assignments and supplemental exercises will be assigned to enhance the learning of new skills.

Tests & Quizzes:

Keyboarding tests & quizzes will be given to check the progress of the student’s typing speed and accuracy. Tests will be given to monitor how well the student has learned proper formatting rules and how to apply them to the word processor, spreadsheet, presentation and database software.

Behavior & Participation:

It is important for the student to be present in the class and participate in all assignments and discussions in a manner that assists in the learning of all students present. Good behavior and active participation are essential to success in the class. Students accessing unauthorized web sites (i.e., adult oriented, or other inappropriate sites) will be dismissed from the class. Students will be allowed (when authorized by the instructor) to listen to music CDs while working on assignments. Students wishing to take advantage of this privilege must bring and use their own earphones. Failure to comply with this rule will result in the suspension of the music privilege for all students in the class.

Grading Policy:

- Quarter Grade = 90% Tests and assignments + 10% Participation & Behavior
- 1st Semester Grade = 50% 1st Quarter + 50% 2nd Quarter
- 2nd Semester Grade = 50% 1st Quarter + 50% 2nd Quarter
- Letter Grades will be assigned in accordance with school policy:
See page 9 of the Palma High School Student Handbook/Day-Planner

Computer Lab Fees:

In lieu of requiring students to purchase three very expensive computer textbooks, the Computer Science Department purchases these books for use in the computer lab. Students will be required to pay a lab fee of \$50.00 prior to the end of the add/drop period.

Materials of Instruction:

- *MasterKey* by Mastermind, a multi-level typing tutor for the Macintosh™ computers.
- Personal Professional Keyboarding, by James Bennett, published by South-Western Publishing Co., 1995.
- Microsoft Office 2004™ for Macintosh (including Microsoft Word™, Microsoft Excel™, and Microsoft PowerPoint™).
- A Guide to Microsoft Office 2003, by Beth Brown, published by Lawrenceville Press in 2004;
- FileMaker Pro 7.0™
- *Learning FileMaker Pro 7CD-ROM with Vincenzo Menanno*, published by Lynda.com, 2004.

.....
Please sign below to verify that you have read, understand and will comply with the above course requirements. Return the signed copy of this syllabus to the instructor prior to the end of the add/drop period and keep the second copy for future reference.

Student’s Name: _____

Student’s Signature: _____ Date: _____

Parent’s Signature: _____ Date: _____